

## **INTERNET ACCESS & SAFETY POLICY**

As part of its mission to serve the information needs of the community, the Shrewsbury Public Library provides free access to the Internet through a number of public computer stations.

The following guidelines govern use of these computer stations:

### **LIBRARY SPECIFIC GUIDELINES:**

- A user must have a current CWMARS library card in good standing to use an Internet computer.
- Most Internet stations may be booked for a one hour period, but there are a minimal number of express stations that offer 20 minute bookings.
- Patrons may book 2 sessions per day. The library employs an electronic booking system which patrons can access in the library.
- The library does not produce, monitor or control content on the Internet, and so the user must be a good information consumer. Patrons are the ultimate judge of validity, appropriateness and value of the information they find on the Internet. In the case of a minor, this responsibility rests with the child's parent or legal guardian.
- Library staff will provide answers to basic questions. More in depth support or training can be gained through self-study (numerous reference and circulating books on the topic are available) or through attendance at scheduled classes offered by the library.
- Parents or legal guardians must assume responsibility for deciding which library resources are appropriate for their children. Parents or legal guardians should guide their children in use of the Internet, and inform them of the type of websites they may or may not use.
- The library offers limited download capabilities at its Internet stations, and all downloads must be made to diskette, not to the hard drive of the computer.
- Patrons may not make use of library internet stations for unacceptable, unethical or illegal purposes (See below)
- Library Internet stations can never be considered completely secure and confidential. Although the library strives to secure the network and individual computers on the network, it cannot offer any

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guarantee of privacy or confidentiality.

- All public access stations close down 10 minutes before closing each day.
- Printing charges (10 cents per page) are payable when library staff “release” print jobs to the public printer. Cash or checks are accepted.
- Patrons may check and make use of web based personal email accounts, but no personal accounts will be established on the library server.
- The library does provide guest access to temporary visitors, who will be required to present identification. Library staff will use the visitors name to create a guest booking on the system.

GENERAL SAFETY GUIDELINES:

- Never give out personal information such as home address, telephone number or other personal information
- Never arrange a face-to-face meeting with someone via the computer
- Never respond to messages that are suggestive, obscene, threatening or make one uncomfortable
- Remember that people online may not be who they say they are

UNACCEPTABLE, UNETHICAL AND ILLEGAL USES

1. To access, transmit, or receive threatening, obscene or harassing materials.
2. To alter or damage computer settings, programs, options, equipment, software or data.
3. To disrupt or monitor electronic communications through the library network.
4. To duplicate copyright protected material.
5. To distribute unsolicited advertising
6. To violate computer security systems, filtering systems, or in any way secure unauthorized access or perform unlawful activities.

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7. To make unauthorized use of computer accounts, access codes or network identification code/numbers assigned to others.
8. To make unauthorized use, disclosure, or dissemination of personal identification information regarding minors.
9. To impede the computing activities of others.
10. To violate another's privacy.
11. In violation of software license agreements.

The Shrewsbury Public Library reserves the right to take appropriate action to insure compliance with this policy, including suspension of library privileges and/or police contact.

Neither the Board of Library Trustees, Library staff, nor the Town of Shrewsbury is liable for any negative consequences that may occur as a result of using the library's Internet access.